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ABSTRACT

This document contains the occupational duty/task lists for five occupations in the business and office accounting/bookkeeping series. Each occupation is divided into four to six duties. A separate page for each duty in the occupation lists the tasks in that duty along with its code number and columns to indicate whether that particular duty has been taught and to provide space for comments. The occupations are account clerk; bookkeeper, hand; bookkeeper, computer; accounts payable and receivable clerk; and computer account clerk. A progress chart is provided for tracking individualized instruction. The occupational duty/task lists are the result of an extensive two-step development process in which information on current occupational requirements was gathered from such sources as consortia, trade associations, and current curriculum materials and was then synthesized by industry representatives, vocational instructors, and state-level representatives. (YLB)

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# D U T Y
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ACCOUNT CLERK
BOOKKEEPER HAND
BOOKKEEPER COMPUTER
ACCOUNTS PAYABLE AND RECEIVABLE CLERK
COMPUTER ACCOUNT CLERK

CE051515

2

OKLAHOMA OCCUPATIONAL TESTING CENTER

# OKLAHOMA OCCUPATIONAL TESTING CENTER

**INTRODUCTION:**

Today's vocational instructors and administrators are faced with a myriad of important questions. They are searching for methods of providing accountability for students' acquisition of knowledge and skills as related to a constantly changing job market.

The Oklahoma Occupational Testing Center is in the business of eliminating some of the guesswork in answering today's tough questions. The professional staff, using a thorough and valid methodology, has developed duty/task lists for over 150 occupations in vocational education. Additional occupational duty/task lists will be made available as development is completed. These duty/task lists will help answer the following questions:

- Are students being prepared for today's jobs?
- What should today's vocational instructors be teaching?
- Is the curriculum addressing industry needs and is it up-to-date?
- How can vocational programs be improved?
- What in-service programs are needed for instructors?

**BACKGROUND:**

The occupational duty/task lists are the result of an extensive development process. Information regarding the occupational skills needed for employment is gathered from a number of sources such as consortia, trade associations, and current curriculum materials. This information is then synthesized by: 1) industry representatives, 2) vocational instructors, and 3) state level vocational representatives. The end result is a listing of occupations and the specific duties and tasks within each occupation. After dissemination for field review a committee of industry and vocational representatives revise the duty/task list to its final form.

**USES:**

The Oklahoma Occupational Testing Center's Duty/Task Lists are designed to be of value to a vocational program in several ways:

- Improving program planning
- Documenting industrial standards
- Evaluating curriculum and instruction
- Tracking individualized instruction*
- Using as a discussion tool with advisory committees
- Developing up-to-date job descriptions
- Performing self-evaluations
- Performing administrative program evaluations

**INFORMATION:**

To find out more about the Oklahoma Occupational Testing Center, call toll free:

**1-800-654-4502.**

Ask for our free catalog, listing over 150 occupations for which duty/task lists are available. CIMC curriculum materials related to these lists may also be available.

*A Progress Chart is provided for tracking individualized instruction.

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Oklahoma Occupational Testing Center

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89-005971

# PROGRESS CHART

## OKLAHOMA OCCUPATIONAL TESTING CENTER

Program

Oklahoma State Department of Vocational and Technical Education

Date

| Student Name | Duty/Task Code 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 32 | 33 | 34 | 35 | 36 | 37 | 38 | 39 | 40 | 41 | 42 | 43 | 44 | 45 | 46 | 47 | 48 | 49 | 50 | 51 | 52 | 53 | 54 | 55 | 56 | 57 | 58 | 59 | 60 | |
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Accuracy Code

* 0 = No exposure - no information nor practice provided during training program, complete training required.
1 = Exposure only - general information provided with no practice time, close supervision needed and additional training required.
2 = Limited practice - has practiced during training program, additional training is required to develop skill.
3 = Moderately skilled - has performed independently during training program, limited additional training may be required.
4 = Skilled - can perform independently with no supervision.

*This chart may be duplicated as needed.

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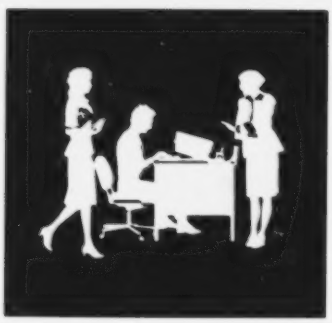
**This chart is intended for teacher file use only. Do not post.

# DUTY/TASK LISTS

# BUSINESS AND OFFICE ACCOUNTING/BOOKKEEPING SERIES



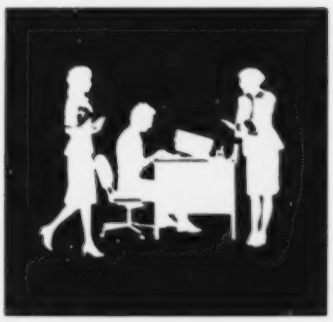
## OCCUPATIONS:

1. Account Clerk
2. Bookkeeper, Hand
3. Bookkeeper, Computer
4. Accounts Payable and Receivable Clerk
5. Computer Account Clerk

OKLAHOMA OCCUPATIONAL TESTING CENTER

# DUTY/TASK LIST

# BUSINESS AND OFFICE ACCOUNTING/BOOKKEEPING SERIES



## OCCUPATION 1: ACCOUNT CLERK

DUTIES:

A. Communicate with Co-Workers and Others

B. Prepare Error-Free Documents

C. Maintain Office Records

E. Reproduce Documents

G. Perform Accounting and Calculating Functions

H. Use Information Processing Equipment and Ten-Key Calculator

OKLAHOMA OCCUPATIONAL TESTING CENTER

**OCCUPATION:** **ACCOUNT CLERK**

**DUTY:** **Communicate with Co-Workers and Others**

| CODE | TASK | TAUGHT | COMMENTS |
|---|---|---|---|
| A.01 | Use telephone correctly | | |
| A.02 | Take and distribute telephone messages | | |
| A.03 | Use telephone directory | | |
| A.04 | Use appropriate words, grammar, sentence construction, and punctuation in written or verbal communications with customers, co-workers, and supervisors | | |
| A.05 | Interpret, analyze, and confirm verbal or written instructions or procedures | | |
| A.06 | Operate communications equipment | | |

**OCCUPATION:** **ACCOUNT CLERK**

**DUTY:** **Prepare Error-Free Documents**

| CODE | TASK | TAUGHT | COMMENTS |
|---|---|---|---|
| B.01 | Type error-free letters | | |
| B.02 | Type error-free memos and inter-office communications | | |
| B.04 | Type error-free electronic mail messages | | |
| B.05 | Type and produce error-free requisition forms, invoices, and other forms | | |
| B.06 | Type error-free financial statements | | |
| B.07 | Proofread copy to produce error-free documents | | |
| B.08 | Type error-free tables | | |
| B.09 | Type error-free reports and manuscripts | | |
| B.11 | Make out error-free checks and receipts | | |
| B.12 | Use dictionary and/or other reference materials to produce error-free documents | | |
| B.13 | Demonstrate proper correction technique as well as operating procedures for the typewriter | | |

OCCUPATION: ACCOUNT CLERK

DUTY: Maintain Office Records

| CODE | TASK | TAUGHT | COMMENTS |
|---|---|---|---|
| C.01 | File and retrieve records alphabetically | | |
| C.02 | File and retrieve records numerically | | |
| C.03 | File and retrieve records geographically | | |
| C.04 | File and retrieve records by subject | | |
| C.05 | Use appropriate filing terms and practices | | |

**OCCUPATION:** ACCOUNT CLERK

**DUTY:** Reproduce Documents

| CODE | TASK | TAUGHT | COMMENTS |
|---|---|---|---|
| E.01 | Photocopy documents | | |
| E.02 | Use carbons to produce legible copies | | |
| E.04 | Collate reproductions | | |

**OCCUPATION:** **ACCOUNT CLERK**

**DUTY:** **Perform Accounting and Calculating Functions**

| CODE | TASK | TAUGHT | COMMENTS |
|---|---|---|---|
| G.01 | Manually record data | | |
| G.02 | Post data | | |
| G.03 | Journalize data | | |
| G.04 | Compile financial statements | | |
| G.05 | Keep bank records and reconcile bank statements | | |
| G.06 | Figure time cards | | |
| G.07 | Prepare sales tax and payroll tax reports | | |
| G.08 | Establish and maintain petty cash fund | | |
| G.09 | Calculate depreciation | | |
| G.10 | Age, collect, and evaluate accounts receivable | | |
| G.11 | Compute interest and interpret loan information | | |
| G.12 | Enter accounting data using automated accounting equipment | | |
| G.13 | Interpret accounting tables, graphs, and charts | | |
| G.14 | Perform routine banking procedures | | |
| G.15 | Compute and maintain payroll records | | |

**OCCUPATION:** ACCOUNT CLERK

**DUTY:** Use Information Processing Equipment and Ten-Key Calculator

| CODE | TASK | TAUGHT | COMMENTS |
|---|---|---|---|
| H.04 | Use ten-key calculator | | |

# DUTY/TASK LIST

# BUSINESS AND OFFICE ACCOUNTING/BOOKKEEPING SERIES

## OCCUPATION 2: BOOKKEEPER, HAND

DUTIES:

A. Communicate with Co-Workers and Others

B. Prepare Error-Free Documents

C. Maintain Office Records

E. Reproduce Documents

G. Perform Accounting and Calculating Functions

H. Use Information Processing Equipment and Ten-Key Calculator

OKLAHOMA OCCUPATIONAL TESTING CENTER

**OCCUPATION:** BOOKKEEPER, HAND

**DUTY:** Communicate with Co-Workers and Others

| CODE | TASK | TAUGHT | COMMENTS |
|---|---|---|---|
| A.01 | Use telephone correctly | | |
| A.04 | Use appropriate words, grammar, sentence construction, and punctuation in written or verbal communications with customers, co-workers, and supervisors | | |
| A.05 | Interpret, analyze, and confirm verbal or written instructions or procedures | | |

**OCCUPATION:** BOOKKEEPER, HAND

**DUTY:** Prepare Error-Free Documents

| CODE | TASK | TAUGHT | COMMENTS |
|---|---|---|---|
| B.05 | Type and produce error-free requisition forms, invoices, and other forms | | |
| B.06 | Type error-free financial statements | | |
| B.11 | Make out error-free checks and receipts | | |

OCCUPATION: BOOKKEEPER, HAND

DUTY: Maintain Office Records

| CODE | TASK | TAUGHT | COMMENTS |
|---|---|---|---|
| C.01 | File and retrieve records alphabetically | | |
| C.02 | File and retrieve records numerically | | |
| C.03 | File and retrieve records geographically | | |
| C.04 | File and retrieve records by subject | | |
| C.05 | Use appropriate filing terms and practices | | |

**OCCUPATION:** BOOKKEEPER, HAND

**DUTY:** Reproduce Documents

| CODE | TASK | TAUGHT | COMMENTS |
|---|---|---|---|
| E.01 | Photocopy documents | | |
| E.02 | Use carbons to produce legible copies | | |
| E.04 | Collate reproductions | | |

**OCCUPATION:** BOOKKEEPER, HAND

**DUTY:** Perform Accounting and Calculating Functions

| CODE | TASK | TAUGHT | COMMENTS |
|---|---|---|---|
| G.01 | Manually record data | | |
| G.02 | Post data | | |
| G.03 | Journalize data | | |
| G.04 | Compile financial statements | | |
| G.05 | Keep bank records and reconcile bank statements | | |
| G.07 | Prepare sales tax and payroll tax reports | | |
| G.08 | Establish and maintain petty cash fund | | |
| G.10 | Age, collect, and evaluate accounts receivable | | |
| G.11 | Compute interest and interpret loan information | | |
| G.14 | Perform routine banking procedures | | |
| G.15 | Compute and maintain payroll records | | |

OCCUPATION: BOOKKEEPER, HAND

DUTY: Use Information Processing Equipment and Ten-Key Calculator

| CODE | TASK | TAUGHT | COMMENTS |
|---|---|---|---|
| H.04 | Use ten-key calculator | | |

# DUTY/TASK LIST

# BUSINESS AND OFFICE ACCOUNTING/BOOKKEEPING SERIES

## OCCUPATION 3: BOOKKEEPER, COMPUTER

DUTIES:

A. Communicate with Co-Workers and Others

B. Prepare Error-Free Documents

G. Perform Accounting and Calculating Functions

H. Use Information Processing Equipment and Ten-Key Calculator

OKLAHOMA OCCUPATIONAL TESTING CENTER

**OCCUPATION:** BOOKKEEPER, COMPUTER

**DUTY:** Communicate with Co-Workers and Others

| CODE | TASK | TAUGHT | COMMENTS |
|---|---|---|---|
| A.01 | Use telephone correctly | | |
| A.04 | Use appropriate words, grammar, sentence construction, and punctuation in written or verbal communications with customers, co-workers, and supervisors | | |
| A.05 | Interpret, analyze, and confirm verbal or written instructions or procedures | | |

OCCUPATION: BOOKKEEPER, COMPUTER

DUTY: Prepare Error-Free Documents

| CODE | TASK | TAUGHT | COMMENTS |
|---|---|---|---|
| B.05 | Type and produce error-free requisition forms, invoices, and other forms | | |
| B.06 | Type error-free financial statements | | |
| B.11 | Make out error-free checks and receipts | | |

OCCUPATION: BOOKKEEPER, COMPUTER

DUTY: Perform Accounting and Calculating Functions

| CODE | TASK | TAUGHT | COMMENTS |
|---|---|---|---|
| G.09 | Calculate depreciation | | |
| G.10 | Age, collect, and evaluate accounts receivable | | |
| G.11 | Compute interest and interpret loan information | | |
| G.12 | Enter accounting data using automated accounting equipment | | |
| G.13 | Interpret accounting tables, graphs, and charts | | |
| G.15 | Compute and maintain payroll records | | |

OCCUPATION: BOOKKEEPER, COMPUTER

DUTY: Use Information Processing Equipment and Ten-Key Calculator

| CODE | TASK | TAUGHT | COMMENTS |
|---|---|---|---|
| H.01 | Use information processing terminology | | |
| H.02 | Use information processing software | | |
| H.03 | Use information processing equipment for data processing | | |
| H.04 | Use a ten-key calculator | | |

# DUTY/TASK LIST

# BUSINESS AND OFFICE ACCOUNTING/BOOKKEEPING SERIES

## OCCUPATION 4: ACCOUNTS PAYABLE AND RECEIVABLE CLERK

DUTIES:

A. Communicate with Co-Workers and Others

B. Prepare Error-Free Documents

E. Reproduce Documents

G. Perform Accounting and Calculating Functions

H. Use Information Processing Equipment and Ten-Key Calculator

OKLAHOMA OCCUPATIONAL TESTING CENTER

**OCCUPATION:** ACCOUNTS PAYABLE AND RECEIVABLE CLERK

**DUTY:** Communicate with Co-Workers and Others

| CODE | TASK | TAUGHT | COMMENTS |
|---|---|---|---|
| A.01 | Use telephone correctly | | |
| A.04 | Use appropriate words, grammar, sentence construction, and punctuation in written or verbal communications with customers, co-workers, and supervisors | | |
| A.05 | Interpret, analyze, and confirm verbal or written instructions or procedures | | |

**OCCUPATION:** ACCOUNTS PAYABLE AND RECEIVABLE CLERK

**DUTY:** Prepare Error-Free Documents

| CODE | TASK | TAUGHT | COMMENTS |
|---|---|---|---|
| B.01 | Type error-free letters | | |
| B.02 | Type error-free memos and inter-office communications | | |
| B.05 | Type and produce error-free requisition forms, invoices, and other forms | | |
| B.11 | Make out error-free checks and receipts | | |

**OCCUPATION:** ACCOUNTS PAYABLE AND RECEIVABLE CLERK

**DUTY:** Reproduce Documents

| CODE | TASK | TAUGHT | COMMENTS |
|---|---|---|---|
| E.01 | Photocopy documents | | |
| E.02 | Use carbons to produce legible copies | | |
| E.04 | Collate reproductions | | |

**OCCUPATION:** ACCOUNTS PAYABLE AND RECEIVABLE CLERK

**DUTY:** Perform Accounting and Calculating Functions

| CODE | TASK | TAUGHT | COMMENTS |
|---|---|---|---|
| G.01 | Manually record data | | |
| G.02 | Post data | | |
| G.03 | Journalize data | | |
| G.04 | Compile financial statements | | |
| G.05 | Keep bank records and reconcile bank statements | | |
| G.06 | Figure time cards | | |
| G.07 | Prepare sales tax and payroll tax reports | | |
| G.09 | Calculate depreciation | | |
| G.10 | Age, collect, and evaluate accounts receivable | | |
| G.11 | Compute interest and interpret loan information | | |
| G.12 | Enter accounting data using automated accounting equipment | | |
| G.14 | Perform routine banking procedures | | |
| G.15 | Compute and maintain payroll records | | |

**OCCUPATION:** ACCOUNTS PAYABLE AND RECEIVABLE CLERK

**DUTY:** Use Information Processing Equipment and Ten-Key Calculator

| CODE | TASK | TAUGHT | COMMENTS |
|---|---|---|---|
| H.04 | Use ten-key calculator | | |

# DUTY/TASK LIST

# BUSINESS AND OFFICE ACCOUNTING/BOOKKEEPING SERIES

## OCCUPATION 5: COMPUTER ACCOUNT CLERK

DUTIES:

A. Communicate with Co-Workers and Others

B. Prepare Error-Free Documents

C. Maintain Office Records

E. Reproduce Documents

G. Perform Accounting and Calculating Functions

H. Use Information Processing Equipment and Ten-Key Calculator

OKLAHOMA OCCUPATIONAL TESTING CENTER

**OCCUPATION:** COMPUTER ACCOUNT CLERK

**DUTY:** Communicate with Co-Workers and Others

| CODE | TASK | TAUGHT | COMMENTS |
|---|---|---|---|
| A.01 | Use telephone correctly | | |
| A.04 | Use appropriate words, grammar, sentence construction, and punctuation in written or verbal communications with customers, co-workers, and supervisors | | |
| A.05 | Interpret, analyze, and confirm verbal or written instructions or procedures | | |
| A.06 | Operate communications equipment | | |
| : | | | |

**OCCUPATION:** COMPUTER ACCOUNT CLERK

**DUTY:** Prepare Error-Free Documents

| CODE | TASK | TAUGHT | COMMENTS |
|---|---|---|---|
| B.01 | Type error-free letters | | |
| B.02 | Type error-free memos and inter-office communications | | |
| B.04 | Type error-free electronic mail messages | | |
| B.05 | Type and produce error-free requisition forms, invoices, and other forms | | |
| B.06 | Type error-free financial statements | | |
| B.07 | Proofread copy to produce error-free documents | | |
| B.08 | Type error-free tables | | |
| B.09 | Type error-free reports and manuscripts | | |
| B.11 | Make out error-free checks and receipts | | |
| B.12 | Use dictionary and/or other reference materials to produce error-free documents | | |

**OCCUPATION:** COMPUTER ACCOUNT CLERK

**DUTY:** Maintain Office Records

| CODE | TASK | TAUGHT | COMMENTS |
|---|---|---|---|
| C.01 | File and retrieve records alphabetically | | |
| C.02 | File and retrieve records numerically | | |
| C.03 | File and retrieve records geographically | | |
| C.04 | File and retrieve records by subject | | |
| C.05 | Use appropriate filing terms and practices | | |

**OCCUPATION:** COMPUTER ACCOUNT CLERK

**DUTY:** Reproduce Documents

| CODE | TASK | TAUGHT | COMMENTS |
|---|---|---|---|
| E.01 | Photocopy documents | | |
| E.04 | Collate reproductions | | |

**OCCUPATION:** COMPUTER ACCOUNT CLERK

**DUTY:** Perform Accounting and Calculating Functions

| CODE | TASK | TAUGHT | COMMENTS |
|---|---|---|---|
| G.01 | Manually record data | | |
| G.02 | Post data | | |
| G.03 | Journalize data | | |
| G.04 | Compile financial statements | | |
| G.05 | Keep bank records and reconcile bank statements | | |
| G.06 | Figure time cards | | |
| G.07 | Prepare sales tax and payroll tax reports | | |
| G.09 | Calculate depreciation | | |
| G.10 | Age, collect, and evaluate accounts receivable | | |
| G.11 | Compute interest and interpret loan information | | |
| G.12 | Enter accounting data using automated accounting equipment | | |
| G.13 | Interpret accounting tables, graphs, and charts | | |
| G.14 | Perform routine banking procedures | | |
| G.15 | Compute and maintain payroll records | | |

**OCCUPATION:** COMPUTER ACCOUNT CLERK

**DUTY:** Use Information Processing Equipment and Ten-Key Calculator

| CODE | TASK | TAUGHT | COMMENTS |
|---|---|---|---|
| H.01 | Use information processing terminology | | |
| H.02 | Use information processing software | | |
| H.03 | Use information processing equipment for data processing | | |
| H.04 | Use ten-key calculator | | |